
TOWN ADMINISTRATOR'S REPORT

April 16, 2019



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson is working with the Fire Station Building Committee in reviewing the group's original charge and to update their charge to reflect the project's current phase of financing and construction bidding and oversight of construction.
- TA Greg Johnson has begun interviewing candidates to be considered for a Capital Planning Committee to be appointed by the Board of Selectmen, per Town Charter.
- TA Greg Johnson, Finance Director Mike Guzzo and Town Treasurer/Tax Collector Cheryl Kane are developing a potential financial plan for the construction of the fire station. Discussions will include the Board of Selectmen, Finance Committee, Capital Planning Committee and the Fire Station Building Committee.
- TA Greg Johnson and HR Coordinator Stephanie Duggan hosted an Insurance Advisory Committee for town employees as an introduction and invitation to relay concerns or requests for information regarding the town's insurance policies to the TA's Office.
- TA Greg Johnson met with local artist and Cultural Council collaborator Erik Hansen to discuss the "Maynard as a Canvas" vision.
- TA Greg Johnson and Assistant Town Planner/Conservation Agent Kaitlin Young attended the OARS Legislative Breakfast at the Assabet River Wildlife Refuge to hear from local state delegates on their policy platforms related to the conservation of water and preservation of wildlife. TA Greg Johnson spoke with Refuge Manager Linh Phu regarding the town's relationship with the refuge (which is nearly 1/3 of the town's proper land area).
- TA Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, and Town Planner Bill Nemser attended the 495/Metro West Partnership state house day and listened to state officials discuss their policies to boost the economy and priorities of the partnering municipalities along 495.
- TA Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, and Town Planner Bill Nemser attended the Massachusetts Association of Planning Director's (MAPD) Lunch n Learn: "Recreational Marijuana - One Year In".
- ATA Megan Zammuto hosted community members on a tour of Emerson Hospitals Maynard offices.

COUNCIL ON AGING:

- Council on Aging Director Amy Loveless gave a presentation to the Minuteman Senior Services Board of Directors on April 3. A demographic overview included data noting the number of seniors over the age of 60 constitutes 23% of Maynard's total population of which 70% own their own home and 39% live alone.
 - Changes to the location of the Maynard Council on Aging, its significant increase in services and programs, creation of strong collaborative relationships and assistance to the under 60 population were reviewed. Future goals of expansion of the COA space, increasing Age-Friendly activity and a form of on-demand transportation were included.
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- New housing options in Maynard (Hawthorne Independent Living and The Vue) and the Maynard Crossing were part of the general discussion.

Office of Municipal Services:

- Mass Wellspring (Special Permit): In process. Additional signage/pedestrian/traffic analysis requested of applicant by Planning Board. Next PB hearing 04.23.19.
- Zagster has officially re-opened for the season.
- Mill and Main/Zagster grand re-opening event re-scheduled for 2PM 04.17.19 at Mill and Main Zagster Station. It is requested a member(s) of the BOS attend if possible. Rep Hogan confirmed.
- 170 Main Street (Jimmy's Gas Station) site plan and Special Permits approved by PB 04.09.19.
- Greenstar Herbals (24 Main Street – behind Pleasant Café) - Special Permit Application for Recreational Marijuana received and scheduled for PB meeting of 05.14.19.
- 42 Summer Street – Site Plan and Special Permit progress continuing. PB anticipates connection between project and ARRT for trail users. Next PB hearing 04.23.19.

Human Resources:

Human Resources Web Page

- The HR Coordinator creating a Human Resources web page for the Town's website.

Personnel Policies/Regulations

- Under annual review for updates by the HR Coordinator.

Recruitment & Staffing

- We welcomed our new Assistant Town Administrator, Megan Zammuto on Monday, April 8th!
- The HR Coordinator is also assisting DPW with their seasonal laborer hiring process for a July 1st start date.

Salary & Compensation

- The updated Salary Administration Plan will be distributed to staff for acknowledgement and sign off by July 1st.
- Contract negotiations continue with the DPW Director. Collective bargaining negotiations for both Laborers' International Union of North America unions (DPW Laborers and Town Professionals) will begin on April 30th.

Staff Development & Training

- The HR Coordinator continues with the DPW Director to develop the DPW phase of the annual town staff training matrix based on town policies, OSHA regulations, and any other statutory training requirements. Plans are also being made to include all-staff seminars and need-based trainings (i.e. conflict resolution or Microsoft office refreshers).

Benefits

- Members of the Insurance Advisory Committee (AIC) reconvened on April 4th for reintroductions and feedback on current offerings. As a



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reminder, we distributed information on Blue Cross Blue Shield's (BCBS) SmartShopper[®] program. SmartShopper[®] is a member reward and engagement program, available through BCBS's Find a Doctor & Estimate Costs tool that helps members compare costs for a specific set of common clinical services and procedures. This valuable savings tool:

- Rewards members for shopping for care, comparing providers on cost, and selecting lower cost health care services and procedures.
- Allows eligible members and their dependents to earn up to \$250 in rewards every time they use an eligible lower-cost clinician or practice for SmartShopper[®] services.
- Is managed by Vitals[®], an independent company that also powers our Find a Doctor & Estimate Costs tool.

Per request of the committee, we are also looking at improving dental plan pricing options.

- Open Enrollment is scheduled for May 1st thru the 24th.

Wellness & Staff Events

- The BOS/TA Administrative Assistant and HR Coordinator continue to work together with our MIIA wellness Program to provide programs to town staff:
 - Ergonomic Evaluations Days coming soon
 - Get Fit Stay Fit; an 8-week total body fitness program will be ending April 11th.
 - A six-week Yoga, Meditation and More program will run at the Fowler Gym from May 1st to June 5th.
- A comprehensive staff survey on wellness and staff events is in the works for late spring.

Volunteer Coordination

- The MHS/AVRVHS Internship Program continues at Town Hall.
- Due to scheduling conflicts, the Shelter site walk-through (Fowler School) with the Maynard Citizens' Corp/Medical Reserve Corp (MRC) is being rescheduled.
- The MHS National Honor Society students spent the afternoon of April 4th volunteering their time to spruce up the Town Hall gardens and grounds – many thanks to all for their hard work! (A.J. Noble, Sarah Synan, Alyssa Ray, Caroline Jordan, Emily Tummino, Riley Hines, & Jinnie Mannion)

